

POSITION DESCRIPTION (Please Read Instruction on the Back)1. Agency Position No.
S000A18

2. Reason for Submission

☒ Redescription ☒ New
☐ Reestablishment ☐ Other

3. Service

☐ Hdqtrs. ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)
SOD for SPD#S0000187. Fair Labor Standards Act
☐ Exempt ☒ Nonexempt8. Financial Statements Required
☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests9. Subject to IA Action
☒ Yes ☐ No10. Position Status
☒ Competitive
☐ Excepted (Specify in Remarks)
SES (Gen.) ☐ SES (CR)11. Position Is: ☐ Supervisory ☐ Managerial ☒ Neither
12. Sensitivity
☐ 1- Non Sensitive ☐ 3- Critical Sensitive
☒ 2- Noncritical Sensitive ☐ 4- Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Department of the Interior, FLERT Specialist					
b. Department, Agency or Establishment	This PD has been approved as follows under 5 USC 8336(c) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input checked="" type="checkbox"/> Law Enforcement					
c. Second Level Review	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Sec/Supvy Approval Date: November 12, 2003					
d. First Level Review	Range Aid	GS	0455	02		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (If different from official title)

17. Name of Employee (If vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Regions

e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
US OPM GEG for Aid and Tech work in the Bio Sci GS-400, 12/91; Range Tech Ser, GS-455, 12/91; Forestry Tech Ser, GS-462, 12/91

Typed Name and Title of Official Taking Action

Signature

Date

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

FPL GS-3. SPD Servicewide. STATEMENT OF DIFFERENCE: Job Classified 1 grade lower as GS-2. Performs kinds of duties as attached pd, but under closer supervision.

25. Description of Major Duties and Responsibilities (See Attached)

APPROVED FOR SERVICEWIDE USE